

**To:** «School\_Coordinator\_Fname» «School\_Coordinator\_Lname» | «School\_Coordinator\_Title» | «School\_Coordinator\_Email» | «School\_Coordinator\_Phone»  
**«School\_Name»** (SC: «State\_School\_ID») | Sampled Grade: **«Sampled\_Grade»**  
Estimated Student Sample: **«Estimated\_Student\_Sample»**

**From:** Ashley McGrath | NAEP State Coordinator | [amcgrath@mt.gov](mailto:amcgrath@mt.gov) | (406) 444-3450

**Subject:** **«School\_Name»**: School Coordinator Task 2 due October 31<sup>st</sup>.

Dear «School\_Coordinator\_Fname» «School\_Coordinator\_Lname»,

Thank you for coordinating the National Assessment of Educational Progress (NAEP) test administration in your school. We appreciate your successful and timely completion of the first School Coordinator task. As the NAEP State Coordinator, I would like to share some important resources and tell you about the next steps. Task 2 is a separate request from providing school contact and calendar information. Attached are two documents to reduce the length and detail of this message while providing you with sufficient instruction about these activities. Should you need assistance along the way please do not hesitate to contact me.

### MYNAEP TASK 2:

In Task 2, please provide the student enrollment for the grade being tested. This count will be used to verify the information available in the Achievement In Montana (AIM) Student Information System. If there are large discrepancies between MyNAEP records and the AIM records, I will need to verify «School\_Name»'s enrollment data. Future tasks depend on the accuracy of «School\_Name»'s AIM student information. We suggest working with «School\_Name»'s AIM specialist to obtain your current grade «Sampled\_Grade» enrollment. Below is a brief timeline of the School Coordinator tasks. For more detail on these activities, please see the attached School Coordinator Timeline.

#### October:

- ☐ **Submit student enrollment for the grade being tested.** Please log in to the MyNAEP site (<https://mynaep.com>) using your existing username and password information. Select **Provide School Information** from the left hand menu and within the **Provide School** section, under the **School Characteristics** section the **Student Enrollment** link will be active. This information needs to be completed by **October 31st, 2014**. Be sure to only include grade «Sampled\_Grade» enrollment not your school's total enrollment. When tasks are completed a white check will appear next to the task. Once this change has been approved the check will turn green. For more instruction, please see the attached MyNAEP Enrollment Instructions.

#### November:

- ☐ Student lists are submitted by the Office of Public Instruction using the AIM information. The sampled list of students is available for your review on **December 8, 2014**.
- ☐ Review your parent/guardian letter and decide on your letter distribution method.

#### December:

- ☐ Update the list of sampled students.
- ☐ Include students with disabilities and English language learners.
- ☐ Notify parents/guardians of sampled students.
- ☐ Manage school and/or teacher questionnaires.

#### January:

- ☐ Submit a current roster of students.

#### Assessment window (January 26 – March 6, 2015):

- ☐ **«Scheduled\_Asmt\_Day\_of\_Week» («Scheduled\_Assessment\_Date»)** NAEP representatives administer the assessment.
- ☐ Manage the completion of questionnaires by school staff.
- ☐ Promote the importance of NAEP with school staff and students. Although your teachers are not required to administer the assessment, we would appreciate the presence of your

teachers and/or counselors in each session. Their presence can have a positive impact on students' motivation and performance.

- ☐ Finalize assessment arrangements.
- ☐ Ensure that students attend the session.

For School Coordinators who successfully complete the above tasks on time, the state will provide 20 renewal units at the end of the testing cycle.

### PLANNING AHEAD – PROVIDE US WITH FEEDBACK

#### **What assistance should the state provide in preparing schools for the NAEP 2015**

**assessment? To access the poll, go here:** <http://goo.gl/forms/3luwDw5L2G>. As many features of the MyNAEP system are new to this administration, these questions relate to task tutorials, and training opportunities that may be desirable for some School Coordinators.

**TIPS** | The MyNAEP pages contain JavaScript. If JavaScript is disabled in your browser, you will not be able to log in. Please note that Google Chrome and Internet Explorer are the recommended browsers for school users. The MyNAEP website is maintained by Westat and for technical difficulties, please contact the **NAEP Help Desk** via e-mail ([naephelp@westat.com](mailto:naephelp@westat.com)), phone (1-800-283-6237), or **Live Chat**. The NAEP Help Desk is staffed Monday through Friday between 8 a.m. and 5:30 p.m. ET. **MyNAEP Tutorials** are available under the "Help" page of [www.mynaep.com](http://www.mynaep.com).

I look forward to collaborating with you to ensure the successful administration of NAEP 2015! If you have any questions or concerns, please contact me. You can reach me during normal working hours at **406.444.3450** or [amcgrath@mt.gov](mailto:amcgrath@mt.gov).

Sincerely,

#### **Ashley McGrath, NAEP State Coordinator**

Montana Office of Public Instruction

Measurement and Accountability Division

PO Box 202501

Helena, MT 59620-2501

Monday-Friday 8:00 am- 4:30 pm

NAEP Webpage: <http://opi.mt.gov/Reports&Data/NAEP.html>

NAEP Wiki: <http://opi.mt.gov/groups/montananaep/>



**OPI AIM Help Desk** | Phone: 1-877-424-6681 | E-mail: [opiainhelp@mt.gov](mailto:opiainhelp@mt.gov) |

<http://opi.mt.gov/Reports&Data/AIM/>

#### **Enclosures:**

School Coordinator List of Activities

MyNAEP\_PSIEnrollment Instructions

***The Montana Office of Public Instruction provides vision, advocacy, support and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities.***